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12 April 1950

TO : TRD Policy Committee

FROM : Chief, Assessment Staff

SUBJECT: Qualifications and Work Responsibilities for the Position of Statistical Analyst, Assessment Staff. Present Rating GS-7.

1. The qualifications for this position are as follows:

- a. Service as a member of the armed forces, as a high rating NCO, during World War II.
- b. At least two years' employment as an administrative or statistical assistant by an intelligence agency of the United States Government.
- c. Willing to be trained and to serve, when necessary, as an administrative assistant or statistical analyst in Washington headquarters or at any overseas post.
- d. At least five years' practical working experience involving administrative responsibilities; and duties requiring research and analysis, accounting, records supervision, and personnel classification.
- e. At least two years' college credit, with emphasis in accounting and mathematics.
- f. Successful completion of college courses in general psychology, psychological statistics, and psychological tests and measurements.
- g. Initiative, emotional stability, social maturity, sophistication, poise. Sensible, practical, industrious. Pleasing, well-balanced personality.
- h. Favorable assessment report before assignment to position.

2. The work responsibilities for this position are as follows:

- a. Compiles test norms and presents such data in terms of tables, charts, graphs, profiles, psychographs, and frequency distributions.
- b. Computes product moment correlation coefficients, and calculates various validity and reliability statistical indices.

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- c. Devises new and simplified scoring procedures for aptitude tests, especially those which are modified to meet assessment needs.
- d. Sets up new and revises old test and report forms.
- e. Keeps the psychometrist, junior psychologist, and senior psychologist informed on statistical results of cases in progress, particularly when significant deviations or trends are being revealed.
- f. Is poised, dignified, and security-conscious in dealing with all types of assessment cases, including those at the GS-15 level.
- g. In the absence of the psychometrist or junior psychologist, carries the duties of the psychometrist or junior psychologist, especially on matters requiring the routine administration of psychological tests to candidates.
- h. Processes and scores aptitude and psychological tests given to assessment candidates requiring both straight and interpretative scoring.
- i. Makes statistical analyses of test items for purposes of test revisions.
- j. Maintains custody of all psychometric tests and equipment and is responsible for their proper distribution. Such equipment includes stop watches, timers, counters, calculators, and other expensive machines and equipment.
- k. Participates in situation-testing programs as a straight man or critic.
- l. Writes observation reports on assessment cases as a result of his observations of them during test sessions and situation problems.
- m. Receives training evaluations, and maintains custody of them for research records and validation purposes.
- n. Maintains an accurate (current and historical) raw data log from which he carries out detailed statistical studies as directed by the Chief, Assessment Staff.
- o. Submits detailed monthly progress reports on test revisions and research studies completed.

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p. Supervises and sometimes directs the work of research, clerical, and statistical assistants who are either permanently or temporarily assigned to him.

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Chief, Assessment Staff

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